
School Based Employees Exempt from the Fair Labor Standards Act (FLSA)

The **minimum** workday for all full-time school-based FLSA Exempt employees is eight hours, and the **minimum** work week is 40 hours. Duties which will count toward fulfillment of the **minimum** work day requirement include teaching, preparation for teaching, staff meetings, conferences with students and parents, planning, responsibilities related to school activities in the community, and other duties as set forth in the employee's contract (if any), job description or as assigned by the Principal.

Non-School Based Employees Exempt from the Fair Labor Standards Act (FLSA)

The **minimum** workday for all full-time non-school based FLSA Exempt employees is eight hours, and the **minimum** work week is 40 hours. All such personnel will report for duty at the time designated by the immediate supervisor. Duties which count toward fulfillment of the **minimum** work day include those duties specified by the employee's contract (if any), job description, and any additional duties that may be required by the immediate supervisor.

Employees Covered by the Fair Labor Standards Act (FLSA)

The School District's seven-day work week begins on Sunday and ends on Saturday. Employees are expected to arrive and depart at the time specified by the District, unless requested to work overtime by their immediate supervisor. The maximum regularly scheduled work week for FLSA covered employees is 40 hours during each seven-day period. An employee must not work overtime without prior permission from his/her immediate supervisor, except in cases of emergency. Employees covered by the FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.

The District will publish a job description for each position to determine an employee's coverage or exemption status under the FLSA.

Duty Free Lunch for Elementary School Teachers

State law (O.C.G.A 20-2-218) requires that teachers employed in grades kindergarten through five have a duty-free lunch period of not less than thirty consecutive minutes per day. Elementary school principals must ensure that a duty-free lunch period is provided daily for teachers. Exceptions to this may occur only as permitted by State Law or State Board Rules.

ADOPTED: August 2, 2001

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